

Membership Balance Plan
Threat Reduction Advisory Committee

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, in accordance with the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(d), established the Threat Reduction Advisory Committee (“the Committee”).
2. Mission/Function: The Committee, under the provisions of FACA, shall provide the Secretary of Defense, through the Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)) and the Assistant Secretary of Defense for Nuclear, Chemical, and Biological Defense Programs (ASD(NCB)), independent advice and recommendations on:
 - a. Reducing the threat to the United States, its military forces, and its allies and partners posed by nuclear, biological, chemical, conventional, and special weapons;
 - b. Combating Weapons of Mass Destruction (WMD) to include non-proliferation, counterproliferation, and consequence management;
 - c. Nuclear deterrence transformation, nuclear material lockdown and accountability;
 - d. Nuclear weapons effects;
 - e. The nexus of counterproliferation and counter WMD terrorism; and
 - f. Other AT&L, NCB, and Defense Threat Reduction Agency mission-related matters, as requested by the USD(AT&L).
3. Points of View: The Committee shall be comprised of not more than 20 members who are eminent authorities in the fields of national defense, geopolitical and national security affairs, WMD, nuclear physics, chemistry, and biology.

The DoD, in selecting potential candidates for the Committee, reviews the educational and professional credentials of individuals and bases its selection on this review and the subject matters handled by the Committee. The Department has found that viewing complex issues through a multi-disciplinary advisory committee, provides DoD senior leadership and, more importantly, the American public with a broader understanding on which to base subsequent policy decisions.

Each member, based upon his or her individual and professional experiences, provides his or her best judgment on the matters before the Committee, and he or she does so without representing any particular point of view and in a manner that is free from conflict of interest. Committee members appointed by the Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts or consultants, pursuant to 5 U.S.C. § 3109, to serve as special government employee (SGE) members. Those individuals who are full-time or permanent part-time Federal officers or employees shall be appointed, pursuant to 41 C.F.R. § 102-3.130(a), to serve as regular government employee (RGE) members. All Committee members shall be renewed on an annual basis by the Secretary of Defense.

The Committee’s membership balance is not static and the Secretary of Defense may change the membership based upon work assigned to the Committee by the Secretary of Defense, the

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Deputy Secretary of Defense, or the USD(AT&L). In addition, the Department, unless otherwise directed by an Act of Congress or Presidential directive, does not use representative members on DoD established or supported advisory committees.

4. Other Balance Factors: None.
5. Candidate Identification Process: The DoD, in selecting potential candidates for this advisory committee, reviews the educational and professional credentials of individuals with extensive professional experience in the areas of national defense, geopolitical and national security affairs, WMD, nuclear physics, chemistry, biology, and other matters of special interest to the DoD. Potential candidates are identified by the USD(AT&L), the ASD(NCB), their professional staffs, as well as recommended by current Committee members.

Once potential candidates are identified, the USD(AT&L) reviews the credentials of each individual and narrows the list of potential candidates. During the USD(AT&L) review, he or she strives to achieve a balance between the educational and professional credentials of the individuals and the subject matters anticipated to be reviewed by the Committee to achieve expertise in points of view represented and functions to be performed by the Committee.

Prior to nominating the potential candidates, the list of candidates will undergo a review by the Office of General Counsel of the Department of Defense and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements, including compliance with the Committee's charter and membership balance plan. Following this review, the USD(AT&L) formally nominates the potential candidates to the Secretary of Defense for approval. Pursuant to DoD policy, only the Secretary of Defense or the Deputy Secretary of Defense can invite or approve the appointment of individuals to advisory committees established or supported by the Department.

Following approval by the Secretary of Defense or the Deputy Secretary of Defense, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members.

The Secretary of Defense may approve the appointment of Committee members for one-to-four year terms of service; however, no member, unless authorized by the Secretary of Defense, may serve more than two consecutive terms of service. This same term of service limitation also applies to any DoD authorized subcommittees for the Committee.

Committee and subcommittee member vacancies will be filled in the same manner as described in the previous five paragraphs above.

6. Subcommittee Balance: The Department, when necessary, and consistent with the Committee's mission and DoD policies and procedures, may establish subcommittees to support the Committee.

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The Secretary of Defense or the Deputy Secretary of Defense shall approve the appointment of subcommittee members in the same manner as the parent committee appointments are made. These individuals may come from the parent committee or be new nominees, as recommended by the Committee's sponsor and based upon the subject matter under consideration, but each must be approved by the Secretary of Defense or the Deputy Secretary of Defense before participating in the subcommittee's work.

Subcommittee members, if not full-time or permanent part-time government employees, shall be appointed as experts or consultants, pursuant to 5 U.S.C. § 3109, to serve as SGE members. Those individuals who are full-time or permanent part-time Federal officers or employees shall be appointed, pursuant to 41 C.F.R. § 102-3.130(a), to serve as RGE members. Subcommittee members shall be renewed on an annual basis by the Secretary of Defense.

Following the Secretary of Defense or the Deputy Secretary of Defense approval, the subcommittee candidates are required to complete the same necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics as for advisory committee members.

The Secretary of Defense or the Deputy Secretary of Defense may approve the appointment of subcommittee members for a one-to-four year term of service; however, subcommittee members may only serve two consecutive terms of service unless otherwise authorized by the Secretary of Defense or the Deputy Secretary of Defense.

7. Other: As nominees are considered for appointment to the Committee, the DoD adheres to the rules and regulations issued by the Office of Management and Budget's Final Guidance on Appointment of Lobbyists to Federal Boards and Commissions (76 FR 61756; October 5, 2011) and the rules and regulations issued by the Office of Government Ethics.
8. Date Prepared: May 30, 2014